

## CITY CLERK (70)

### GOAL-BASED GOVERNANCE PLAN MISSION, GOALS AND BUDGET SUMMARY

#### AGENCY MISSION:

The Office of the City Clerk is an elected and Charter Mandated agency with duties that are described in Article 3 Section 4-111 and Article 4, Section 3-101, 102, 105 of the City of Detroit, City Charter (circa) 1918, 1974 and 1997.

#### AGENCY GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

#### AGENCY FINANCIAL SUMMARY:

2001-02 <u>Requested</u>		2000-01 <u>Budget</u>	2001-02 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 3,679,995	City Appropriations	\$ 3,611,679	\$ 3,617,419	\$ 5,740
\$ 3,679,995	Total Appropriations	\$ 3,611,679	\$ 3,617,419	\$ 5,740
\$ 5,000	City Revenues	\$ 5,000	\$ -	\$ (5,000)
\$ 5,000	Total Revenues	\$ 5,000	\$ -	\$ (5,000)
\$ 3,674,995	NET TAX COST:	\$ 3,606,679	<u>\$ 3,617,419</u>	\$ 10,740

#### AGENCY EMPLOYEE STATISTICS:

2001-02 <u>Requested</u>		2000-01 <u>Budget</u>	4-1-01 <u>Actual</u>	2001-02 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>31</u>	City Positions	<u>30</u>	<u>29</u>	<u>30</u>	<u>0</u>
31	Total Positions	30	29	30	0

#### ACTIVITIES IN THIS AGENCY:

	2000-01 <u>Budget</u>	2001-02 <u>Recommended</u>	Increase <u>(Decrease)</u>
City Clerk Operations	\$3,611,679	\$3,617,419	\$ 5,740

## **CITY CLERK (70)**

### ***GBG CITY CLERK OPERATIONS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: CITY CLERK OPERATIONS**

The Office of the City Clerk meets the Goals of the Agency as defined by the City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the Legislative and Executive Branches of government. The City Clerk also maintains the Custodial role of the Corporate Seal of the city and all duties including certification and administration of all official city documents, Oaths, Affidavits, including provision for responding to citizens, et.al requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, requires ongoing planning, implementation strategies and incorporating goal based budgeting processes for effective management and the provision of quality services.

Additional duties and responsibilities as prescribed by Charter are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Election and general supervision for all elections that take place in the City of Detroit.

#### **GOALS:**

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

#### **MAJOR INITIATIVES:**

##### **Kiosk-Automated Information Center Implementation F.Y. 2001-2002:**

The Kiosk automated, information system will be installed in the fourth quarter of F.Y. 2000-2001 budget year. The formal testing phase for the new system will begin in 2001 during the first and second quarter.

##### **Re-organization Plan and Staffing Modifications:**

The reorganization plan is on going and discussions with the Human Resource Department continues regarding the short and long range staffing needs, recruitment efforts, job specifications, work performance criteria and the development of a promotional placement and advancement schedule. The plan for the reorganization includes establishing time lines and phases for implementation. It is projected that in F.Y. 2001-2002 the first phase of the analysis of job titles and specifications will be completed. The scope of the activities is specifically addressed in the Work Force Planning document.

##### **Safe Neighborhoods Initiative Citizen Radio Patrol:**

The concern for safe neighborhoods and the need for citizen involvement in planning and developing the life standards is addressed in Ordinance No. 37-95 as amended for the Citizen Radio Patrol. This program utilizes the volunteer efforts of community-based organizations and the commitment of citizens to regularly patrol their neighborhoods to assist with safe streets and neighborhoods. The Citizen Radio Patrols have responded to the increase of incidents related to safety of young children around the schools, environmental dumping, arson including Angel's Night, and various forms of illegal activities that negatively impact the neighborhoods and the larger community. The Citizen Radio Patrol program of the City Clerk's Office relates directly to the Mayor's Four Cornerstones, for neighborhood improvement and public safety in the communities of the city.

##### **Increased Collaboration:**

Over the next year the Office of the City Clerk will be working with the local neighborhood school personnel, parent organizations, the Crime Prevention Division/Community Relations Division and Community Policing Division to promote a project that will include utilizing 14-17 year-old youth involvement in a Buddy Program. This initiative is to address the reduction of the number of children walking to school alone who can meet other children from the individual blocks in the neighborhood and walk together to school. The Citizen Radio Patrollers will be aware of the Buddy Project and serve as observers to help promote safety concern so that our children are less likely to be attacked before and after school. The Clerk's Office and the Citizen Radio Patrol anticipate that the introduction of

## **CITY CLERK (70)**

### MAJOR INITIATIVES: (Cont.)

Safety Patrols can be initiated at the local schools and involve parents and retired neighbors in the community. These plans are in the discussion phase at the current time.

#### **Civic Literacy Election Ambassadors:**

The Office of the City Clerk established a specific program to address citizen information. The program focuses on young people (18-35) to assist in increasing their awareness of the civic life of the city and the need for their participation as city residents. The 18-35 year-old population of the city represents a significant group that has historically not been involved nor assumed responsibility for participating. This initiative is designed as an effort to support civic responsibility through an informed and educated citizenry of young adults.

### PLANNING FOR THE FUTURE:

#### **Archive and Storage Facility:**

The City Clerk, is the keeper of all formal records of the City of Detroit and responsible for the maintenance of all these records as required, by law. The need to establish an official Archive of City of Detroit Records Division is a priority for the City Clerk's Office. The Archive of Official Documents will include both hard copy document storage and retrieval in F.Y. 2001-2002. The plan over the next three years includes the implementation of an electronic system or storing and retrieving document and a greater use of the Web Page by providing a directory of documents that are available in the Archive.

The Archive is located off-site of the Coleman A. Young Municipal Center and is a new division of the City Clerk's Office.

#### **Directory of Documents:**

The Office of the City Clerk over the next 3-5 years will continue the inclusion and use of automation and technology to insure that access to information regarding Ordinances, Codes and Council Records can be retrieved electronically. Many of the needed elements for automating various aspects of the City Clerk's Office are already incorporated with the implementation of the Kiosk, and the development of the Archive of City Clerk, Division of Official Records.

New technology will allow copies to be made from the Kiosk and provide for a Directory of Documents to be available from the City Clerk Archive. The automated system, when fully developed, will also provide greater access to all city records, through an electronic medium and will transport the Office of the City Clerk into the 21<sup>st</sup> Century. This long plan objective is to be accomplished over the next five years.

#### **Introduction of technology in recording City Council Meetings/Discussions:**

The task involving the recording, drafting and processing of Council Meetings, discussions, and/or responding to official request from the Council, currently is performed by City Clerk's City Council Committee Clerks. The records of Council sessions and meetings involve note taking, recording sessions via tape recorders and shorthand skills, in order to draft the minutes and reflect the actual discussion of the City Council. The development of new technology is on the horizon which may modify the labor intense activity required in the note taking and shorthand (scribing) work requirements of the current system.

#### **Codification Project:**

The City Council by Ordinance and Charter mandate required the formation of a Committee to proceed with Codification of City Ordinances and Codes. The Committee is Chaired by the Director of the Law Department. The funding allocated for this project is housed in the Office of the City Clerk's budget because the formal record of Ordinances and Codes is the responsibility of the City Clerk to maintain and store for historical purposes.

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### PLANNING FOR THE FUTURE: (Cont.)

#### **Public Education through Public Access Cable:**

The lack of information and education among the population regarding the processes of voting is an important public service activity that has to be addressed. The process of how this system is designed is not well understood and in the interest of the population there is a great need to provide general information and education. The City Clerk's Office will embark upon a series of programs that will provide information regarding the mechanical tasks associated with how the Department of Elections performs the duties and responsibilities assigned by Charter to this agency.

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### GBG CITY CLERK OPERATIONS MEASURES AND TARGETS

Goals: Measures	1998-99 Actual	1999-00 Actual	2000-01 Projection	2001-02 Target
Carry out the directions of City Council as efficiently as possible:				
City Council sessions	N/A	69	75	75
Committee meetings	N/A	215	215	215
Closed sessions	N/A	6	8	12
Discussions held	N/A	347	381	390
Hearings held	N/A	225	247	300
City Council task force meetings	N/A	58	63	80
Maintain the records of the City for citizens and other City departments:				
Petitions processed	2000	1140	1150	2300
Ordinances processed	65	31	35	40
Administer specific citizens information and communications programs:				
Citizens' radio patrols	N/A	50	55	65
Nuisance abatements processed	N/A	146	146	146
Dangerous building hearings	N/A	3009	5000	7000
NEZ applications (Neighborhood Enterprise Zone)	N/A	350	400	600
<b>Activity Costs</b>	<b>\$2,660,824</b>	<b>\$2,489,429</b>	<b>\$3,611,679</b>	<b>\$3,617,419</b>

**CITY OF DETROIT**  
**CITY CLERK**  
**Financial Detail by Appropriation and Organization**

<b>Office Of The City Clerk</b> <b>City Clerk Operations</b>	<b>2000-01</b> <b>Redbook</b>		<b>2001-02</b> <b>Dept Final</b> <b>Request</b>		<b>2001-02</b> <b>Mayor's</b> <b>Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<i>APPROPRIATION ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	13	\$2,309,095	14	\$2,448,931	13	\$2,249,083
700020 - Citizens Patrol Support	0	\$250,000	0	\$250,000	0	\$250,000
700030 - City Council Support Staff	17	\$1,052,584	17	\$977,064	17	\$1,118,336
<b>APPROPRIATION TOTAL</b>	<b>30</b>	<b>\$3,611,679</b>	<b>31</b>	<b>\$3,675,995</b>	<b>30</b>	<b>\$3,617,419</b>
<b>ACTIVITY TOTAL</b>	<b>30</b>	<b>\$3,611,679</b>	<b>31</b>	<b>\$3,675,995</b>	<b>30</b>	<b>\$3,617,419</b>

**CITY OF DETROIT**  
**Budget Development for FY 2001 - 2002**  
**Appropriations - Summary Objects**

	<b>2000-01 Redbook</b>	<b>2001-02 Dept Final Request</b>	<b>2001-02 Mayor's Budget Rec</b>
<b>AC0570 - City Clerk Operations</b>			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	1,277,899	1,353,788	1,434,351
EMPBENESL - Employee Benefi	607,065	669,145	721,006
PROFSVCSL - Professional/Con	52,000	52,000	52,000
OPERSUPSL - Operating Suppli	275,000	276,615	276,615
OPERSVCSL - Operating Servic	1,115,715	1,096,447	1,120,447
CAPEQUPSL - Capital Equipmei	176,000	220,000	0
OTHEXPSSL - Other Expenses	108,000	8,000	13,000
<i>A70000 - City Clerk</i>	<i>3,611,679</i>	<i>3,675,995</i>	<i>3,617,419</i>
<b>AC0570 - City Clerk Operations</b>	<b>3,611,679</b>	<b>3,675,995</b>	<b>3,617,419</b>
<b>Grand Total</b>	<b>3,611,679</b>	<b>3,675,995</b>	<b>3,617,419</b>

**CITY OF DETROIT**  
**MAYOR'S 2001/2002 RECOMMENDED BUDGET**

**City Clerk**

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2000 2001 FTE	FY 2001 2002 FTE	2001 2002 FTE
Classification			
<b>00265 - City Clerk Operations</b>			
<b>700010 - Office Of The City Clerk</b>			
City Clerk - Election Board	1	1	1
Deputy City Clerk	1	1	1
Admin Asst GD II	1	1	1
Principal Clerk	2	2	2
Municipal Code & Ordinance Cle	1	1	1
City Clerk Secretarial Steno	1	1	1
Executive Secretary I	1	1	1
Citizen Info Services Clerk	1	1	1
Information Technician	0	0	3
Senior Clerk	4	5	1
<b>Total Office Of The City Clerk</b>	<b>13</b>	<b>14</b>	<b>13</b>
<b>700030 - City Council Support Staff</b>			
City Council Committee Clerk	1	1	1
Sr Asst C C Committee Clerk	1	1	1
Asst City Council Comm Clerk	8	8	8
Jr Asst City Council Comm Clk	1	1	5
Senior Clerk	2	2	2
Senior Stenographer	4	4	0
<b>Total City Council Support Staff</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Total City Clerk Operations</b>	<b>30</b>	<b>31</b>	<b>30</b>
<b>Agency Total</b>	<b>30</b>	<b>31</b>	<b>30</b>